Wisconsin Student Government

Policies and Procedures

Revised April 27, 2018; Revised November 2019

Standing Rules

**Dress Code**

Meetings: Casual unless agenda states otherwise.

Legislative Seminar: Business Casual code for Monday and Business Professional code for Tuesday. (2002 October Minutes)

**Reimbursements**

Expense Statements must accompany original receipts. Only original receipts will be accepted for reimbursements. An invoice from your college will not be reimbursed unless the original receipts accompany the invoice or if the service was provided by your college. It is the responsibility of the person requesting reimbursement to fill out the expense statement. (2005 January Minutes)

**Seminar Committees**

May change from year to year depending on the details of the seminar and are determined by the Executive Board with approval by the Board of Governors.

**Agreement Positions**

*Resource Director* - There shall be an agreement between WSG and the Resource Director. This contract shall run from July 1 through June 30. This contract shall spell out the duties and responsibilities of the Resource Director and compensation. (ARTICLE V(D) of bylaws) The Executive Board shall be responsible for filling the position from applications received after posting the position. The Executive Board may choose to renew the existing contract from year to year with a confirmation vote from the Governors.

A Web Developer if needed, shall be offered a contract between WSG and the web developer. This contract shall run from July 1 through June 30. The contract shall spell out the duties and responsibilities of the web developer and any compensation. The Executive Board shall be responsible for filling the position from applications received. The Executive Board may choose to renew the existing contract from year to year. A contract will be developed and offered based on the decision of the Executive Board.

These positions are funded as part of the fiscal budget.

**Web Page**

GoDaddy is the web hosting service of the WSG web page. Web hosting service is renewed yearly as part of the fiscal budget. The domain name is www.wsgtech.com and can be renewed yearly as part of the fiscal budget. Other costs affiliated with the security and operation of the website may be purchased with the approval of the Executive Board within the approved annual budget. The Board of Governors will be notified at the following meeting through the AFO Report.

**Seminar Fees**

Are established by the Board of Governors and are approved as part of the annual budget and are based on the expenses of the prior year. If the location or schedule is changed, and there is an adjustment in the seminar fee, the fee will be voted on no later than the November meeting.

**Code of Conduct**

A code of conduct shall be signed by each student attending WSG meetings and before the February Legislative Seminar. Signed Code of Conduct forms by students will remain on file for the academic year. Failure to abide by the code of conduct will result in following the disciplinary process.

**Expenses**

**Committees:** Shall be reimbursed for expenses which are budgeted line items or as approved by motion.

**Host College:** Shall be reimbursed for expenses which are budgeted line items or as approved by motion.

**Seminar Fee:** Shall be waived for the Resource Director, President, Vice President, AFO, and Parliamentarian.

Wisconsin Student Government Governing Document

Financial Policies and Procedures

**Introduction**

Wisconsin Student Government, hereafter referred to as WSG, is registered with the Department of Financial Institutions (DFI) through the State of Wisconsin and as a 501(c)(6) organization with the Internal Revenue Service.

**Policy #1: Budget Process**

The fiscal and budget year will run from July 1 to June 30.

**Policy #5: Writing Checks**

There needs to be one signature on the check by the Resource Director. An expense statement signed by two members of the Executive Board must accompany checks written and debit/credit card purchases. Paid receipts must be submitted and attached to expense statements. All purchases, reimbursements, and/or expenses shall be within a line-item of the budget or approved by motion of the Board of Governors or approved by the Executive Board if the purchase, reimbursement, and/or expense is within the by-laws.

**Policy #6: Travel Funds**

Any person wishing to use travel funds must get approval from the Executive Board in advance or it must be an approved budget line item. If a cash advance is requested, it must be submitted with sufficient time forthe Resource Director to prepare and mail the check to the individual.

Upon his/her return, the person has thirty (30) days to submit receipts for travel, meal, and accommodation expenses. Reimbursable expenses include meals and mileage at the state rate, reasonable accommodation expenses (over the state rate requires pre-approval of the Executive Board), parking fees, toll fees, and administrative expenses such as copying. Non-reimbursable expenses include but are not limited to parking tickets and alcoholic beverages.

The mileage rate shall be the state rate.

**Policy #7: Per Diem**

Maximum per diem is $45.00 per day in-state not including lodging and mileage expenses. A change in the per diem based on inflation may be made by the Executive Board with the approval of the Board of Governors.

Reimbursement for meal expenses incurred on WSG business shall be made by submitting an Expense Statement. All receipts must be turned in with the Expense Statement.

**Policy #9: Petty Cash Fund**

In order to avoid writing checks for cash and/or small expenses, a petty cash fund may be established. The Resource Director may establish a petty cash fund of up to $100.00 cash. Any petty cash will be kept in a locked cash box. Any requested cash will be issued and documented by the Resource Director. All receipts and unused cash will be returned to the Resource Director immediately following expenditure.

**Policy #10: Contractual Agreements**

The Board of Governors must approve any contract involving the use of WSG funds not in a line item of the budget. Both the President and Resource Director must sign any contracts entered into by WSG if not an approved line item in the budget. If an approved line item in the budget, the Resource Director may sign the contract. Notification of the signing of the contract must be made in the appropriate report.

**Policy #11: Open Financial Records**

The financial records of WSG are accessible to the membership at any time they request and will be supplied within a thirty (30) day period.

**Policy #12: Monetary Transition:**

Accounts are with Wells Fargo Bank. The Resource Director will continue to use this account from year to year.

**Policy #13: Bank Accounts**

All incoming WSG revenue will be immediately placed in the organizations checking and/ or savings account. Transfer of funds from the checking and/or savings account to a Certificate of Deposit and/or government bonds must be approved by the Executive Board. Transfer of funds from a Certificate of Deposit and/or government bond to the checking and/ or savings account to must be approved by the Executive Board. Any other transfer of funds, except between checking and savings, must be approved by the Executive Board.

**Policy #14: Capital Equipment Purchase**

The Executive Board, who must be given a list of capital equipment options including the cost of each option, must approve any capital equipment purchase. In the event of an emergency that prohibits day-to-day operations of the organization, the Executive Board and Resource Directors shall allocate the necessary funds. The allocated expense will be reviewed by the Board of Governors at its next regular meeting. A capital equipment reserve may be placed in the budget to help offset costs of repairs and replacement of any WSG capital equipment.

This policy excludes any capital equipment donated to WSG or received from WTCS surplus.

**Policy #15 Reserve Funds**

A reserve fund may be included in a budget. Any request for use of reserve funds must be submitted to the Resource Director with thirty (30) day’s notice and approved by the Executive Board. Reserve funds are to be used for emergencies only and are not for normal operating projects.

**Policy #16 Debit Card Policy**

The WSG Board of Governors authorizes the use of a debit card for paying bills. Said card will be used to pay budgeted WSG bills to vendors for the exact price of the product or service received.

The WSG debit cards shall be in the name of the association with the Resource Director as sole person responsible for its use and care. The Resource Director shall provide documentation for all charges to the card at the next Board of Governor’s meeting on the AFO/Resource Director’s Report.

Any misuse, loss, questionable expenditure, or other unauthorized use of the debit card shall be reported to the financial institution immediately. Failure to resolve any unauthorized use of the cards shall result in reporting the situation to the Board of Governors and, if necessary, the proper legal authorities.

Policy #17 WSG Equipment

Equipment that is the property of WSG shall reside with the Resource Director, unless specifically directed by the Executive Board. Equipment which is no longer of use to WSG may be discarded with agreement from the Executive Board. All new purchases of equipment for WSG will be brought forward to the Board of Governors for approval.